

CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

APPLICANT INFORMATION SHEET



Plan Review Revisions

If your plans require revisions, the Plans Examiner will provide written comments identifying the Code requirement(s) that must be satisfied in order to obtain approval of the plans. If you have questions regarding the comments, you may contact the Plans Examiner via telephone or E-mail to request clarifications. Plans Examiners are available for meetings on Monday, Wednesday, and Friday **by appointment only**. Please contact the Plans Examiner or the appropriate Plan Review Manager's office to schedule an appointment. Please schedule appointments a minimum of 1 day in advance. **Walk-in appointments will not be accepted.**

Please do not submit responses until you have been notified that your plans have completed the initial review cycle. Responses to **all** comments should be submitted as a single, comprehensive revision package. Two identical copies of the revision package shall be submitted. The revision package shall include a cover letter that clearly states how each comment has been resolved and shall include copies of any revised drawings. If the original plans are sealed by an architect or engineer, then any revisions to those sheets must also bear the responsible architect or engineer's seal and signature. **It is not necessary to resubmit the entire drawing set; submit only those drawings that have been revised.** Submit revisions to the appropriate Plan Review Manager's office:

In Person or by Express Delivery
114 West Commerce
Municipal Plaza Building, Suite 1000
San Antonio, TX 78205

By Mail
P.O. Box 839966
San Antonio, TX 78283-3966

Plan Review Managers

The Plan Review Manager will monitor the progress of construction plans as they proceed through the plan review process and facilitate resolution of plan review comments and concerns in a timely manner. You may contact the appropriate Plan Review Manager's office to determine the current status of your plans. If you are unable to contact an individual Plans Examiner or if you cannot satisfactorily resolve an issue with the assigned Plans Examiner, please contact the appropriate Plan Review Manager.

Your Construction Plan Review Number is: _____

_____ Your construction plans have been assigned to the **Blue** Plan Review Team. The Plan Review Manager for the Blue Plan Review Team is **Albert J. Raymond, R.A.** You can contact Mr. Raymond's office at (210) 207-8061 or via E-mail at albertr@ci.sat.tx.us.

_____ Your construction plans have been assigned to the **Red** Plan Review Team. The Plan Review Manager for the Red Plan Review Team is **Brian M. McGraw, P.E.** You can contact Mr. McGraw's office at (210) 207-8394 or via E-mail at bmcgraw@ci.sat.tx.us.

Date Called	Your Construction Plan Review Status